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00/565-2914
23 JUN 1965

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MEMORANDUM FOR : Director of Central Intelligence

FILE Personnel 3

SUBJECT : 1965 Annual Awards Ceremony

1. This memorandum submits a recommendation for your approval. Such recommendation is contained in paragraph 6.

2. In 1961, the Agency adopted a Longevity Awards Program providing Certificates of Service to be awarded to employees upon their completion of ten years of Agency service and at five-year intervals thereafter (i. e., 15, 20, 25 years). The Certificates for each period of service are similar in design, the difference being in the color of the Agency seal. A sample 10-year Certificate is attached at Tab A.

3. It has been the custom for the Director to present these Certificates personally to a representative group of about 150 employees in a special ceremony held each year on 18 September (the Agency's anniversary) in the Headquarters Auditorium. The audience at these ceremonies includes an additional 225 employees who have earned service certificates and who, with other employees who cannot be included in the Agency ceremony, receive their certificates in separate ceremonies subsequently conducted in each Directorate. (The 1965 list of Certificate

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[REDACTED]
Saturday this year, we propose to conduct the ceremony on Friday, 17 September.

4. Over the past few years, the Longevity Awards Ceremony has been extended in scope to provide additional recognition to employees who have won Public Service Awards during the year (National Civil Service League Award, Federal Woman's Award, etc.) and the recipient of the Studies in Intelligence Award. This year, we propose in addition, to mention the names of Agency chauffeurs who have won Safe Driver Awards from the National Safety Council.

5. The Annual Awards Ceremony is simple and dignified. The Executive Director and Deputy Directors are platform guests. The Director of Personnel serves as "Master of Ceremonies". The Director makes a few appropriate remarks in addition to presenting the individual certificates.

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The Chorale provides music and the Garden Club contributes floral decorations. Official photographs are taken. The entire ceremony takes about an hour. (The program for the 1964 ceremony is attached at Tab B for reference.)

6. It is recommended that planning for the 1965 Annual Awards Ceremony proceed in accordance with previously established practices with the understanding that it will be held on Friday, 17 September and that the Director will participate if available.

/s/ Emmett D. Echols
Emmett D. Echols
Director of Personnel

Concur:

/s/ L. K. White

24 JUN 1965

Deputy Director
for Support

Date

The recommendation in paragraph 6 is approved.

Richard A. Helms
for Director of Central Intelligence

28 June 1965
Date

Distribution:

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